

INFORMATION FOR APPLICANTS

GENERAL INFORMATION FOR ALL HUD ENTITLEMENT GRANT PROGRAMS - COBB COUNTY

A. OBTAIN APPLICATION MATERIALS FROM:

Cobb County CDBG Program Office
127 Church Street, Suite 270
Marietta, Georgia 30060
Telephone: (770) 528-4600
Fax: (770) 528-4613

Application Materials Available Starting: February 11, 2008 [8:00 A.M. E.S.T.] and ending April 18, 2008 [5:00 P.M. E.S.T.] Applications will be available "on-line" at <http://cobbcounty.org/cdbg/index.htm>. Applications & Instructions are available in Microsoft WORD and Adobe PDF Format and are downloadable. **[IMPORTANT: When filling out the application, USE the TAB KEY or Click on Each Section with Your Mouse.]**

B. APPLICATION WORKSHOP:

The Cobb County CDBG Program Office invites interested potential applicants to an Application Preparation Workshop where application materials will be presented and applicants can receive technical advice about the CDBG, HOME and ESG Programs.

Application Preparation Workshop:

Date: Wednesday, March 18, 2008
Time: 9 A.M. – 11 A.M.
Place: Central Library

PLEASE CONTACT THE CDBG PROGRAM OFFICE AT [770] 528-4600, Ext. 226 FOR DETAILS.

Persons interested in attending the Application Workshop should notify the Cobb County CDBG Program Office by calling 770-528-4600, ext. 226 or via fax at 770-528-4613. You can also e-mail your confirmation to attend the Application Workshop to robertsk@cobbcountycdbg.com.

C. APPLICATION SUBMISSION DEADLINE:

Application Submission Deadline: Friday, April 18, 2008 – 5:00 P.M. E.S.T.

D. LATE SUBMISSIONS:

Any applications that are physically **received** at the Cobb County CDBG Program Office after the April 18, 2008, 5:00 P.M. E.S.T. submission deadline will be declared ineligible for funding.

“Received” is defined as: Applications are physically delivered or mailed sufficiently early to be physically received at the Cobb County CDBG Program Office by the 5:00 P.M., April 18, 2008 deadline.

E. SUBMIT COMPLETED APPLICATIONS TO:

Cobb County CDBG Program Office
127 Church Street, Suite 270
Marietta, GA 30060
Telephone: (770) 528-4600

F. APPLICATION SUBMISSION REQUIREMENTS – ALL GRANTS:

1. Agencies or organizations must be authorized to submit applications by their respective governing boards, or from their agency directors, if so authorized by the governing boards.
2. Two [2] signatures are required for each application submitted: one (1) person who prepared the application; and, one (1) person at the supervisory or governing board level who approved the application and authorized its submission to Cobb County.
3. Applications should be submitted in: **Hardcopy Format Only (No Faxes or E-mail Attachments)**

G. HARDCOPY ATTACHMENTS – NON-PROFIT ORGANIZATIONS:

1. Current tax-exempt certification [Section 501(c) (3)] that the Organization has received from the IRS **[prior to submission of the application.]**
2. Incorporation approval from the Georgia Secretary of State
3. The Organizations current “by-laws”
 - A. Listing of current officers and current members of the Board of Directors and their addresses as listed with the Georgia Secretary of State.
4. Most recent audit or audited financial statement
5. Current Business Plan

H. DOCUMENTS TO BE SUBMITTED WITH APPLICATIONS FROM NON-PROFIT ORGANIZATIONS:

Non-profit organizations must submit the items listed in Section G with all project applications.

[Note: All documents must be those of the applicant organization, not those of another organization – i.e., the applicant organization’s name must appear on all the documents listed here.]

If multiple applications are submitted, only one [1] copy of each document must be submitted